



Rockville City Police Department

GENERAL ORDER

Subject LEAVE POLICY		Procedure G.O. # 5 - 11
Authorizing Signature	Effective: 02-26-10 Revised: 07-12-17	Total Pages 9

I. POLICY

Maintaining proper coverage of the beats within Rockville City is an essential obligation for each member, especially each supervisor, of the Department. All anticipated and unanticipated leave must be closely monitored and checked by all supervisory personnel.

II. PURPOSE

The Personnel Policies and Procedures Manual and the Employee Handbook for the City of Rockville describe the various benefits which employees are entitled including leave. The purpose of this General Order is to establish departmental procedures for the granting of leave and the monitoring of sufficient staffing to fulfill the goals of the Rockville City Police Department.

III. OFFICIAL LEAVE

- A. Official leave is a leave of absence with or without pay granted by the Chief of Police. Such leave may be granted for officers involved in use of deadly force situations, employees with personal problems or any other situations deemed appropriate by the Chief of Police. The length of leave will be determined by circumstances.
- B. The Chief of Police and the City Manager must approve official leave in advance.

IV. COMPENSATORY LEAVE

- A. Compensatory leave is leave earned by regular employees, which may be taken in the same manner as annual leave.
- B. This leave is subject to use approval by the employee's immediate supervisor.
- C. A day is defined as one scheduled workday. The compensatory leave may be taken in ¼ hour increments.

V. SICK LEAVE INCENTIVE PROGRAM

- A. The sick leave incentive program is an internal incentive program for personnel who use a minimum of sick leave during a fiscal year.

- B. Sick leave, family sick leave and absence without leave will be included in the calculation of sick leave usage hours.
- C. Sick leave incentive days will be credited in the following manner:
 - 1. Four (4) days of compensatory leave for any employee using 0 - 1 day of sick leave during the fiscal year.
 - 2. Three (3) days of compensatory leave for any employee using up to 2 days of sick leave during the fiscal year.
 - 3. Two (2) days of compensatory leave for any employee using up to 3 days of sick leave during the fiscal year.
 - 4. One (1) day of compensatory leave for any employee using up to 4 days of sick leave during the fiscal year.
 - 5. Zero (0) days of compensatory leave for any employee using more than 4 days of sick leave during the fiscal year.

VI. COMPENSATORY TIME

- A. Employees exempt from overtime are entitled to receive one hour of compensatory time (in 1/4-hour increments) for each hour of approved overtime worked.
 - 1. Employees will not be paid for any unused compensatory time at the time of their termination of service with the City of Rockville.
 - 2. Compensatory time must be used in 1/4-hour increments.
 - 3. The maximum amount of compensatory time, which may be accrued, shall not exceed more than 80 hours at the end of each calendar year. An exception to this may be granted in accordance with City of Rockville Personnel Policy and Procedure #60-30.
- B. Employees not exempt from overtime may elect to receive compensatory time (in 1/4 hour increments) in lieu of overtime at the rate of 1-1/2 hours compensatory time for each hour of approved overtime worked.
 - 1. Employees will be paid for any unused compensatory time at the time of their termination of service with the City of Rockville.
 - 2. Compensatory time must be used in 1/4-hour increments.
 - 3. The maximum amount of compensatory time that may be accrued shall not exceed more

than 80 hours at the end of each calendar year. An exception to this may be granted in accordance with City of Rockville Personnel Policy and Procedure #60-30.

- C. Compensatory leave will be requested and approved in the same manner as annual leave.

VII. ANNUAL LEAVE

Annual leave is leave earned by regular employees that may be taken for vacation purposes or for other personal reasons that are not covered by other leave policies.

- A. Rate of accumulation

Accrual of leave is based on either an 80-hour or 75-hour pay period. All full-time regular employee shall accrue annual leave as follows:

MONTHLY ANNUAL LEAVE ACCRUAL IN HOURS

MONTHS OF SERVICE	37 ½ hrs / wk employees	40 hrs / wk employees
	Hours Minutes	Hours Minutes
1 - 24	10.00	10.40
25 - 60	11.53	12.40
61 - 96	13.08	14.00
97 +	14.23	15.20

- B. Accumulation ceiling

The annual leave accumulation ceiling for 40-hour per week employees and 37.5-hour per week employees is 400 hours and 375 hours respectively as of December 31st for each year. Any excess annual leave will automatically be transferred to the employee's sick leave balance, provided at least 80 hours of annual leave was used within the proceeding calendar year. If not, any excess annual leave will be forfeited.

- C. Approval of leave

1. Whenever possible employees will submit a completed leave form to their supervisor at least three (3) working days prior to the date the leave is requested. The supervisor has the responsibility of approving or denying the requested leave. Approval of annual leave shall be based on the needs of the Department and, insofar as possible, the request of the employee.

2. When a circumstance arises which prohibits an employee from providing at least three (3) working days notice, annual leave may be granted by the employee's immediate supervisor. This leave will be recorded as emergency leave (leave not previously requested and approved).
3. Supervisors are responsible for monitoring the use of emergency leave. Emergency leave may be subject to verification and denied if a pattern of abuse develops, or abuse is suspected. Leave abuse is subject to disciplinary action.
4. At no time will the immediate supervisor of a Field Services Patrol Team and their designated Officer in Charge (OIC) be on annual leave at the same time.

D. Utilization

Annual leave shall be taken minimally in quarter hour units. Only scheduled workdays shall be counted in calculating the amount of leave used. Holidays are not counted as annual leave when they occur during a period the employee is in leave status.

E. Payment of accumulated leave at separation

An employee with six months or more continuous service shall, upon termination of employment, be paid in a lump sum for any unused leave. Depending on the needs of the Department and according to "B" above, any leave balance will be paid in a lump sum at termination. However, in cases involving disciplinary action, the option to use excess annual leave does not apply. In no event shall any lump payment exceed the 40-day limit or shall any employee being terminated be placed on annual leave in lieu of receiving a lump sum payment except as indicated above.

VIII. HOLIDAY LEAVE

- A. All regular full-time and part-time with benefits employees are assured the following ten (10) paid holidays each year:
1. New Year's Day
 2. Martin Luther King's Birthday
 3. Presidents Day
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Veteran's Day

8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day

- B. In addition all days of general and congressional elections (not primary elections) throughout the State will be paid holidays.

IX. SICK LEAVE

Sick leave is a leave of absence due to illness, injury or disability of a regular employee and for preventive health care.

- A. Rate of accumulation

Sick leave is earned at the rate of 1.25 days per completed month of service. There is no limit to the amount of earned sick leave that may be used in connection with any documented illness.

- B. Maximum accumulation

Sick leave shall be cumulative for an indefinite period.

- C. Verification

1. A supervisor may require a doctor's medical certification for all absences charged to sick leave in excess of three (3) consecutive days; five (5) non-consecutive days within a thirty (30) day period; or wherever any sick leave usage pattern suggests its advisability.
2. An employee who exceeds the department norm of eight (8) days of sick leave usage in a twelve (12) month period may be required to bring in a medical certificate form by their immediate supervisor. The form must be brought in for each and every time the employee is on sick leave.
 - a. An employee who shows up to work without the form, or if the information on the form is insufficient or non-verifiable, will be sent home until such time as the properly filled out form is provided.
 - b. The employee's immediate supervisor will notify the employee when they are no longer required to provide this documentation.
3. A doctor's certification for sick leave purposes must include:
 - c. A statement that an employee is or was unable to perform his/her duties

- d. The inclusive dates or approximate duration of the stated illness or condition
- 4. At their discretion, a supervisor may request the Director of Personnel to require an employee to be examined by a City appointed physician at City expense.

D. Duration of sick leave

- 1. It is not health-wise for members of this agency to be in contact with persons who might still be in an infectious stage.
- 2. It is important for employees to get the rest they need after an illness.
- 3. When an employee misses work due to sick leave, that employee will be considered in a sick leave status for a twenty-four (24) hour period, **beginning** with the shift missed due to illness.

Exception: Pre approved medical and dental appointments.

Exception: There are some instances when an employee may find themselves capable of working after calling in sick. In this case, the affected employee should contact their supervisor working that shift to request permission to report for duty. The supervisor will make the determination if an employee is capable of working based upon consideration of paragraph 1 & 2 above.

- 4. An employee is not eligible to work any overtime during this sick leave period.
- 5. An employee should not be at the police station during the sick leave period.

E. Family sick leave

Earned sick leave may be used each year when there is an illness in an employee's immediate family (parents, spouse, or children).

F. Bereavement leave

Employees may take three days of leave for the death of an immediate family member and one day of leave for other close family members. It may also include other family unit members, related or non-related, with authorization of the Director of Personnel. The Director of Personnel may grant an employee who requires more time off because of distant travel or other extraordinary circumstances one (1) additional day leave of absence with pay. Bereavement leave is not deducted from any other leave balance.

G. Sick leave notification

Employees should call the communications center as soon as they know they will not be reporting to duty due to illness. In all instances, barring extenuating circumstances, employees must call the Public Safety Communications Center at least one (1) hour prior to their scheduled reporting time to indicate they will be on sick leave.

X. FAMILY MEDICAL LEAVE

- A. Employees may use any combination of Annual Leave, Compensatory Time, or Family and Medical Leave for the birth or adoption of a child or to care for themselves or any family member.
- B. All requests for Family and Medical Leave will be recorded and processed in accordance with and under the parameters of the City of Rockville Personnel Policy and Procedures Manual, section 120-75, depending on the type of leave requested. Up to a minimum of 12 weeks of Family and Medical Leave for such reasons may be granted. Provided however, that employees may continue to use appropriate accrued forms of paid leave beyond the 12-week period. All such absences may be subject to acceptable documentation. Employees must exhaust all other forms of appropriate paid leave prior to being granted Family and Medical Leave Without Pay for Family and Medical Leave reasons. Individuals on Family and Medical Leave Without Pay shall be eligible for benefits as defined by laws covering Family and Medical Leave.

XI. JURY DUTY

- A. The City will pay all employees their regular salary for time served as a juror upon satisfactory proof of hours served. Jury leave is not deducted from any other leave balance.
- B. Employees called for jury duty must provide their supervisor with the initial jury duty summons and later with proof of days served. Employees will be required to be at work except when the court requires their presence.

XII. MILITARY LEAVE

It is the policy of this Department to ensure that members of this Department are afforded the opportunity to serve as a reservist in one of the branches of the Armed Forces. Department efforts will be taken to allow reserve members to perform their reserve duty. All applicable Federal, State and Municipal laws and personnel procedures will be followed.

- A. Any employee who is serving as a reservist in one of the branches of the United States Government Armed Forces will provide to their Bureau Commander, via the normal chain of command, training dates three (3) months in advance. This shall include all weekend inactive drill and any active duty assignments.
- B. Any employee requesting leave will do so in the normal manner established for his/her bureau. Employees may request either annual leave or leave without pay (LWOP). LWOP will be taken according to City personnel procedures.

- C. Any employee who is scheduled to perform weekend duty will not be required to report for work during the 24-hour period in which they attend inactive/active military duty. The 24-hour period begins at 0001 hours and ends at 2359 hours on the day in question.

Examples:

1. An officer is scheduled to report for the midnight shift at 1830 hours on a Sunday. If that officer had weekend drill that day, he/she will not be required to report for his/her shift until after the 24-hour period has expired. The officer will not receive compensation by the City unless annual leave is granted. The officer has the option of: reporting to duty, taking LWOP, or taking annual leave for the hours of duty that fall within the 24-hour period.
 2. An officer is scheduled to work until 0100 hours on a Saturday and is scheduled to report for active duty Saturday morning. The officer may, at his/her choice remain on duty, take LWOP or annual leave.
- D. Employees who are assigned to participate in an annual two-week active duty training are provided with military leave. Under City Personnel procedure and this General Order, individuals are entitled up to fifteen days annually of military leave, five days being slotted for documented reasonable travel time. Employees are entitled to normal City pay according to City personnel policy.
- E. Individuals who need to take leave (annual or LWOP) to participate in inactive/active duty/training will be required to submit the necessary leave request forms no less than 90 days in advance.

XIII. DISABILITY LEAVE

- A. All disability leave will be recorded and processed following the City of Rockville Disability Leave policies.
- B. "Light duty" status is not recognized for sworn police officers.
- C. At the discretion of the Chief of Police an "alternate duty assignment" status may be assigned to sworn police officers on a disability status.
1. During this status, sworn personnel will not be available for normal police officer assignments.
 2. Sworn personnel, in this status assignment, will be assigned as appropriate
 - a. This officer will be assigned specific job responsibilities.
 - b. Schedule and time lines for job assignment completion are at the discretion of the Chief of Police.

XIV. LEAVE OF ABSENCE

- A. Employees incurring an illness or incapacitating physical condition, or for another reason in accordance with the City's policy requiring an extended period away from work, may request up to six months of Leave of Absence without Pay. With the written permission of the City Manager, a maximum of up to an additional six months may be granted, if required.
- B. Employees will not accrue sick or annual leave while in a Leave without Pay status.

XV. SUSPENSION

- A. Officers placed on suspension for a period exceeding three days or placed on administrative leave pending serious disciplinary action, shall deliver his/her service weapon, police shield, cap plate, and police identification card and folder to his/her Bureau Commander at the end of his/her last active tour of duty.
- B. Upon surrender of the above-mentioned equipment, the member's authority to carry a personally owned firearm as a police officer is rescinded. The member is relieved of any responsibility for direct enforcement action until such time as his/her service weapon, shield, cap plate, portable radio and charger, and police identification cards and folder are returned.